



MECKLENBURG COUNTY
Land Use & Environmental Services Agency
Code Enforcement
Special Event Application

This application must be received 30 business days before your event for review, processing and approval.

Event Name _____

Location(s) of the event
(Address) _____

Event Category

Athletic/ Recreation	___	Concert/ Performance	___	Circus	___
Exhibits/ Misc.	___	Farmer/ Outdoor Market	___	Carnival	___
Festival / Celebration	___	Museum Special Attraction	___	Dance	___

Date / Time

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____

Event Details

Yes/ No Will you have stages, platforms, scaffolding, bleachers and/or grandstands, canopies or other temporary structures over 120 square feet? If yes, please provide the information from the manufacturer for each type of structure with your application.

- Number of Stages _____
- Grandstands _____
- Temporary Trailers / Other Structures _____

Yes / No Will your event be located totally or partially within an existing building? If yes, please complete the Memorandum of Understanding for Indoor Special Events, which can be downloaded from the special events page of MeckPermit.com.

Yes / No Will you have a generator as a power source for your event? If yes, please provide the location(s) they may be placed.

- Number of generators _____
- Location(s) _____

Yes / No Will your event have a fenced-in area or be completely fenced in? If yes, please provide an 8 ½-by-11 inch drawing that will represent all streets or areas that are part of the venue.

Yes / No Will your event meet the accessibility standards?

Yes / No Will the event have a professional security company overseeing activities?

Yes / No Will your special event only involve temporary tents used solely for the sale of merchandise?



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Contacts

Professional Organizer:

Name: _____
Telephone: _____
Email Address: _____

Vendors: (stages, platforms, scaffolding, bleachers and/or grandstands, canopies or other temporary structures)

Name: _____
Telephone: _____
Email Address: _____

Additional Information

Before you submit, the following information will be helpful in processing your request. Please submit them with this application, when applicable:

- Event site plan
- Complete entertainment list and schedule
- Supporting documentation on manufacturer systems that may be used for the staging, bleachers, scaffolding, etc., for your event.

If you have questions on the process, you are welcome to call our Commercial Technical Assistance Center (CTAC) for information. The phone number is 980-314-0916 or email { [HYPERLINK "mailto:CTAC@mecklenburgcountync.gov"](mailto:CTAC@mecklenburgcountync.gov) }.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed special events.

Applicant agrees to comply will all other requirements of the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the event venue.

Signature _____ Print Name _____ Date _____